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## **Local Preparedness Grant Proposal Narrative Guide**

Please use these guidelines to prepare a proposal narrative that outlines the intended use of your Local Preparedness Grant funding. Your narrative should be brief, concise and should simply state how you plan to use the funds in support of your Homeland Security Strategy.

In your narrative, please address the following:

**A. Background:**

1. Describe your municipality's role in the Commonwealth's homeland security efforts.
2. Briefly describe your jurisdiction (population, geography, potential threat, etc.)
3. Detail what your municipality's near and long term homeland security goals are.
4. Describe your community's homeland security needs and priorities (i.e. planning, equipment, training, exercises, mutual aid, regional cooperation, etc.)

**B. Purpose:**

1. Explain how this funding will support your municipality's Homeland Security goals and priorities.
2. List the State Homeland Security Strategy goal(s) or objective(s) that are being supported by the grant expenditure.

**C. Regional Efforts**

1. Describe how your community may work toward identifying and implementing regional homeland security goals and objectives.
2. Indicate whether or not your municipality will allocate all or a portion of the grant funding with its Homeland Security Planning Region or other municipality.

**D. Description of Budgeted Items:**

1. Describe how the funding will be spent on equipment, training, planning, and or exercises.

**E. Timeline:**

1. Develop a timeline that describes major milestones and how you will accomplish your goals by June 30, 2005.